

U. S. G. SURVEY,
LIBRARY AND ARCHIVES
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National Oceanic and Atmospheric Administration

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1. There is no statutory authority for the establishment and maintenance of the library, but the position of Librarian (salary \$1,800 per annum) was created by the Sundry Civil Act of March 3, 1885, and was continued by the Sundry Civil Acts of 1886, 1887, 1888, and 1889. On March 30, 1890 the position of Chief of the Division of Library and Archives at a salary of \$1,800 per annum was created. Since that date the position has been regularly appropriated for, at the same salary.

The first specific appropriation for books, maps, and charts was made for the fiscal year ending June 30, 1876, by the Sundry Civil Act of March 3, 1875. Since this date an appropriation for books, maps, and charts, has been regularly included in the Sundry Civil Act, at first under "General Expenses", but of late years under "Office Expenses".

Before 1886, the appropriation for a "Librarian was included in the two lump sums (the one for the Atlantic Coast, and the other for the Pacific Coast) appropriated for the Survey, and, though clerks, were detailed as "Librarian", no mention of that fact is made in the appropriation acts. And before 1876, the appropriation for books, maps, and charts was also included in the two lump sums above mentioned.

The first collection of books for the library was made, in Europe, during the years 1807-1811, by Ferdinand R. Hassler, the first Superintendent of the Survey. These books are in the present library and are marked in Hassler's own hand "For the Library of the Survey of the Coast".

2. There is no specific appropriation for the Library.

3. The expenses of the library are met from the appropriation for "Office Expenses" of the Coast & Geodetic Survey.

4. a. Purchase of books, maps, and charts, subscriptions to periodicals, etc., \$676.15.

4. b. Binding- \$219.33.


4. c. Library supplies and equipment, including printed forms, stationery, and miscellaneous supplies--\$276.06.

4. d. Chief of Division of Library and Archives, \$1, 800, 1 clerk- \$1,400, 2 clerks- \$720 each, 1 messenger-\$820-- Total staff-5-- Total salaries \$5,460.

One clerk in charge of the archives (field and office records of the Survey), attending to their acknowledgment, registration issue and return.

One clerk in charge of the maps, charts, and blueprints, attending to their acknowledgment, registration, issue and return. One clerk in charge of books, pamphlets, and periodicals, attending to their ordering, requesting, acknowledgment, accessioning, cataloging, issuing, and return.

5. There are now approximately 30,000 books and pamphlets in the Library, of which 12,000, being of no further use to the Survey, are being separated out, listed, and sacked for transmission to the Library of Congress and the Superintendent of Documents. This work has been going on for three years.

There are also in the library a collection of maps, charts, and blueprints, aggregating 40,000 pieces, and  a collection of photographic negatives, films, prints, and lantern slides totaling 15,000 pieces. The chief of the division also has charge of the field and office records of the Survey, 65,000 in number, and the original topographic and hydrographic sheets, 6,500 altogether.

6. The Library and Archives Division now occupies 6,388 sq. ft., apportioned as follows-

Books-	1,972	sq. ft.	
Records-	1,564	"	"
Original sheets-	700	"	"
Correspondence-	622	"	"
Maps -	1,140	"	"
Photog. material-	170	"	"
Office-	320	"	"
	6,388	"	"

6. (continued) This allows space for desk room for the clerks and messenger, and for periodical and book consultation tables.

7. The library is a working library, pure and simple, and is gradually being reduced to its lowest terms, by the elimination of obsolete, duplicate, and other publications not essential to the work of the Survey. The books in the library are divided into the following classes: Geography (General geographical work; exploring and scientific voyages and expeditions; U. S. and State boundary survey reports and maps; American, English, and foreign periodicals, society transactions, and Government bureau publications); Terrestrial Magnetism (a very fine collection of American, English, and foreign works-very full sets of American, English, and foreign periodicals, society transactions and Government reports); Oceanography (general work on oceanography; hydrographic surveying works; works on tides and currents, and navigation coast pilots, notices to mariner and light lists, Literature in English and foreign languages); Mathematics (American, English, and foreign literature. A great many logarithmic, calculating, and surveying tables); Geodesy (very full sets of American, English, and foreign geodetic surveys; a fine collection of works (American, English, and foreign) relating to geodesy, to the various branches of geodesy, such as geodetic surveying, figure of the earth, base measures, precise leveling, latitude, longitude, and azimuth; very full sets of American, English, and foreign geodetic periodicals, society transactions, and government bureau publications); General, ⁶ cyclopedias, dictionaries (English and foreign), atlases, year books, directories (city and biographical); bibliographies of the various subjects included in the library; sets of the principal general scientific periodicals and society transactions); Astronomy (star tables, general and specific works on astronomy, and nautical almanacs).

8. The Dewey System of Decimal Classification combined with the Cutter Local List Classification is employed for the classification of all books except those on geography and geographical, geological, mathematical, and boundary surveys, for which a modification of the Cutter Local List Geographical Classification is employed. The records are arranged geographically by the Cutter Local List Classification, and according to subjects under the various geographical divisions.

The maps are classified geographically by the Cutter Local List. The charts are filed numerically under their respective issuing offices. The blueprints are all filed together in numerical order.

The photographic negatives, films, and lantern slides are arranged numerically, the negatives and films in envelopes, the lantern slides in compartment boxes. The prints, if geographical, are filed away according to the Cutter Local List; if they are of ships, or surveying or geodetic apparatus, they are filed according to subject. The Alaskan and other boundary negatives, films, and prints are filed numerically with the records to which they appertain.

Purchase of books and preparation for use.

Reviews of the book are examined by the Librarian and chiefs of division interested, and, if possible, the book itself is drawn out of the Library of Congress and looked over. If the book seems to be a valuable one a requisition, in duplicate, is written for it, and an order card, showing the author, title, and date of order, is filled out and filed alphabetically in the "Outstanding Orders" file. The original requisition is sent to the Assistant in Charge of the Office for approval, and is then turned over to the Chief of the Miscellaneous Section, who writes to four book agents (whose prices have been found to be reasonable) for bids. When the book is received it is sent

8. (continued) with the original requisition, to the library. There, the messenger compares it with the duplicate requisition, stamps the duplicate with "Received" and the date, labels and stamps the book, and places it and the requisitions on the Librarian's desk. The Librarian compares the book and requisition, signs and dates the original requisition, and returns the signed requisition to the Miscellaneous Section. The price, and name of the book agent are written on the duplicate requisition, and the requisition is filed. The Librarian examines the book, assigns subjects to it, and then sends it out to the Library Clerk. The Library Clerk looks up the classification and book number, prints them on the label and on the title-page, assigns the next accession number to the book, stamps the accession number on the title-page, and enters up the book in the accession book, giving author, title, date of publication, source (gift, exchange, purchase) and price (if purchased). Next, the shelf and accession numbers of the book are written on the order card, which is then filed away in the "Orders Filled" file. The book is then cataloged and is ready for use.

Requesting of books and preparation for use.

Books are looked up in the same way as in the preceding process. A requesting letter, in duplicate, is then written to the Department, bureau, society, etc., that issues the book. The duplicate request is filed on the messenger's desk, until the publication is received, when the request is stamped with "Received" and the date of receipt, and turned over with the publication to the Librarian. The Librarian compares the request with the book, and then destroys the request. The publication is then acknowledged. The remainder of the process is identical with that for a purchased publication. This process of classifying, accessioning, etc., is also followed for books received as gifts or exchanges.

Acknowledgment of original records, preparation for use, and reference to divisions concerned.

8. (continued) When an original record of field or office work is received, the record is first given a shelf-number, next accessioned (data given; accession number; chief of party or observer; title; state, territory; year; date received; call number), and then cataloged. After this, the record is acknowledged, and then the transmitting letter is stamped "Answered", and referred, with the record and receipt to the office division concerned. Original hydrographic and topographic original sheets are given a sheet number, acknowledged, entered in their respective accession books (data given; sheet number; title of sheet; date of descriptive report; date of sheet; scale; chief of party, date received; sounding books).

Purchase of maps and charts and preparation for use.

The same process is followed as for books as far as accessioning. Maps are entered in the map accession book, and charts in the chart accession book (data given: date of receipt; accession number; author; title; source, size; scale; (price if purchased)) The maps are stamped with the Library stamp, and have their shelf and accession numbers written on them. They are then cataloged, by author and subject.

Checking up and acknowledging the book inventories.

When the yearly book inventories are received at the end of the calendar year they are compared with the Library records, and if found correct are acknowledged on the acknowledgment form. If they are incorrect, the officer or employe is so informed, and is requested to make additions, corrections, etc.

Requests for Library of Congress books.

When Library of Congress books are needed for reference a form is filled out and sent over, by messenger, to the Library of Congress.

Receipts for books, pamphlets, records, hydrographic and topographic original sheets, maps, charts, and blueprints.

The receipts are filled out, signed by the borrower, and are then filed in their respective files.

8. (continued) Binding of books, records, etc.

The book is prepared for binding by the Library messenger, has a binding slip filled out for it, is listed, in triplicate, on the Department binding form, and is sent with a miscellaneous requisition, to the Assistant in charge of the office. The triplicate copy of the binding form is retained in the library, and when the bound book is returned the date of its return is stamped on the form.

Sending of books to field parties.

When a book is to be sent to an officer or employe in the field, a book receipt is filled out, in duplicate, the duplicate retained for the Library file, a transmitting letter written (enclosing the original receipt), a registry form addressed, and the book sent by registered mail. When the receipt is returned signed, it is filed in the place of the duplicate receipt, which is destroyed.

Bulletin of new book accessions and periodical references.

Semi-monthly bulletins of all new book accessions and periodical references are typewritten from the catalog cards, and referred to all the divisions and offices of the survey for their information.

Requesting of maps, charts and blueprints and preparation for use.

The same process is followed as for books, except for accessioning and cataloging, which methods are the same as for purchased maps.

9. As stated above, all unnecessary books are being weeded out of the library and, in a week, practically all this weeding will have been completed, and, what is most important, no new books, periodicals, pamphlets, etc., are given a place in the library unless they have a practical working value.

10. The Library is absolutely essential for the most efficient performance of the work of the bureau. The books etc., are working tools, and should always be at hand when needed. And, as a tool is best used by one who

10. (continued) has been specifically trained to its use, so a librarian, who is intimately acquainted with the work of the Survey and the literature pertaining to that work, can employ ^{to} the best advantage the book tools of such a library. And, in addition, the necessary new books etc., can be best selected by a Coast and Geodetic Survey librarian, as only he ^s possesses the necessary technical book knowledge for such a selection.